

**TOWNSHIP MEETING
MARCH 28, 2018**

The rescheduled meeting of the Mayor and Committee of the Township of Oxford was held on March 28, 2018 in the Township Municipal Building, at 11 Green Street, Oxford, New Jersey.

The regularly scheduled meeting for March 21, 2018 was rescheduled to March 28th because of inclement weather.

In attendance were Robert Nyland, Bill Ryan, Doug Ort, Michael Finelli, Richard Wenner and Sheila L. Oberly.

The flag salute was recited.

Mayor Nyland called the meeting to order at 7:00 PM.

Meeting Minutes:

On motion by Mr. Ryan, seconded by Mr. Ort and passed unanimously on roll call vote to approve the February 21, 2018 Township Meeting Minutes.

Ordinances:

Ordinance 2018-04 Transfer of \$40,000.00 from Tot Lot to Oxford Emergency Squad was read by title on second reading and opened for public comments. There being no public comments, the comment period was closed

On motion by Mr. Ort, seconded by Mr. Ryan and passed unanimously on roll call vote to adopt **Ordinance 2018-04**.

Ordinance 2018-05 Capital Ordinance for Storm Inlet was read by title on second reading and opened for public comments. There being no public comments, the comment period was closed

On motion by Mr. Ort, seconded by Mr. Ryan and passed unanimously on roll call vote to adopt **Ordinance 2018-05**.

BOND ORDINANCE STATEMENTS AND SUMMARIES

The bond ordinance, the summary terms of which are included herein, has been finally adopted by the Township of Oxford, in the County of Warren, State of New Jersey on March 28, 2018 and the 20 day period of limitation within which a suit, action or proceeding questioning the validity of such ordinance can be commenced, as provided in the Local Bond Law, has begun to run from the date of the first publication of this statement. Copies of the full ordinance are available at no cost and during regular business hours, at the Clerk's office for members of the general public who request the same. The summary of the terms of such bond ordinance follows:

Title: Bond Ordinance Providing An Appropriation Of \$189,000 For Acquisition Of An Ambulance For And By The Township Of Oxford In The County Of Warren, New Jersey And, Authorizing The Issuance Of \$80,000 Bonds Or Notes Of The Township For Financing Part Of The Appropriation

Purpose(s): For acquisition of an ambulance.

Appropriation: \$189,000

Bonds/Notes Authorized: \$80,000

Grants (if any) Appropriated: None

Section 20 Costs: \$5,000

Useful Life: 5 Years

Ordinance 2018-06 Bond Ordinance to Purchase Oxford Emergency Squad was read by title on second reading and opened for public comments. There being no public comments, the comment period was closed

On motion by Mr. Ort, seconded by Mr. Ryan and passed unanimously on roll call vote to adopt **Ordinance 2018-06**.

Ordinance 2018-07 Parking on Wall Street was read by title on second reading and opened for public comments.

There was a discussion about the two-hour parking and Mrs. Bray asked who is going to enforce this ordinance? Mayor Nyland answered that the Washington Police would have jurisdiction.

On motion by Mr. Ort, seconded by Mr. Ryan and passed unanimously on roll call vote to adopt **Ordinance 2018-07**.

Resolutions:

RESOLUTION 2018-28

WHEREAS, the Township of Oxford, County of Warren, desires to amend the 2018 Capital Budget of said municipality by inserting thereon or correcting the items therein as shown in such budget for the following reason:

Acquisition of Ambulance for 1st Aid Squad

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Oxford of the County of Warren, as follows:

Section 1. the 2018 Capital Budget of the Township of Oxford is hereby amended by adding thereto a Schedule to read as follows:

**AMENDMENT NO. 1
CAPITAL BUDGET OF THE
TOWNSHIP OF OXFORD, COUNTY OF WARREN
Projects Schedules for 2018
Method of Financing**

<u>PROJECT GENERAL NOTES/BONDS NOTES</u>	<u>ESTIMATED COST</u>	<u>CAPITAL IMPROV. FUND & RESERVE</u>
As Listed Above - 80,000	\$ <u>189,000</u>	\$ <u>109,000</u>

Section 2. The Clerk be and is authorized and directed to file a certified copy of this resolution with the Division of Local Government Services, Department of Community Affairs, State of New Jersey, within three days after the adoption of these projects for 2018 Capital Budget, to be included in the 2018 Capital Budget as adopted.

On motion by Mr. Ryan, seconded by Mr. Ort and passed unanimously on roll call vote to adopt **Resolution 2018-28.**

RESOLUTION-2018-29

A RESOLUTION OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN, STATE OF NEW JERSEY, AUTHORIZING A CONTRACT WITH BRENNAN ENVIRONMENTAL, INC. FOR SITE REMEDIATION SERVICES TO BE PERFORMED IN ACCORDANCE WITH THE NJDEP HDRSF PROGRAM FOR THE PROPERTY KNOWN AS 50 WALL STREET, OXFORD, NJ, BLOCK 45, LOT 1

WHEREAS, the Township of Oxford entered into a contract dated September 26, 2017 with Brennan Environmental, Inc. (“BEI”) for site remediation services to be performed on the property known as 50 Wall Street, Block 45, Lot 1; and

WHEREAS, the New Jersey Department of Environmental Protection Hazardous Discharge Site Remediation Fund (“NJDEP HDRSF”) program has awarded a grant to the Township of Oxford in the amount of \$113,116.00; and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Committee of the Township of Oxford hereby enter into an executed contract with BEI dated September 26, 2017 as follows.

The TOWNSHIP shall pay to the CONTRACTOR in accordance with the attached scope of work not to exceed the sum of \$113,116.00 for the environmental services completed pursuant to this Agreement.

BE IT FURTHER RESOLVED, that payment to BEI for work performed according to the contract shall come from the NJDEP HDRSF grant of \$113,116.00 received by the Township of Oxford.

On motion by Mr. Ort, seconded by Mr. Ryan and passed unanimously on roll call vote to adopt **Resolution 2018-29.**

RESOLUTION 2018-30

REFUND OF OVERPAYMENT

WHEREAS, overpayment of taxes was made by the property owner on Block 5 Lot 1 for the third quarter of 2017, and

WHEREAS, this has caused an overpayment on Block 5 Lot 1, and

WHEREAS, the property owner has requested a refund check be issued,

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Committee authorize the Certified Finance Officer to refund the sum of \$1295.56 to Seth G Ridner, Jr. 51 Washington Avenue Oxford, NJ 07863.

RESOLUTION 2018-31

REDEEMED LIENS

WHEREAS, several real property tax payers have redeemed liens held against their property taxes and;

WHEREAS, the Tax Collector has received proof of such payments after correspondence with said property owners;

NOW, THEREFORE BE IT RESOLVED that the Township Committee, of the Township of Oxford, County of Warren, State of New Jersey, hereby authorizes the Certified Finance Officer to release the amount specified to the lienholders listed below.

Block	Lot	Name of Owner	Amount	Premium	Lienholder
37	7	Slingerland, J	\$1612.08	\$1000.00	PC7
30	3	Lensi, G	\$2504.01	\$2300.00	Jing Yang
4	17	McCarty, P	\$1938.38	\$1800.00	FIG Capital

On motion by Mayor Nyland, seconded by Mr. Ort and passed unanimously on roll call vote to adopt **Resolution 2018-30** and **Resolution 2018-31**.

RESOLUTION-2018-32

WHEREAS, under provisions of N.J.S.A.40A:4-5, a municipality shall introduce the Local Municipal Budget no later than March 16 of the fiscal year; and,

WHEREAS, the Township of Oxford has delayed the introduction of the 2018 Municipal Budget past the statutory deadline; and,

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Oxford, Warren County, New Jersey, that the Township of Oxford hereby petitions the Director of the Division of Local Government Services to allow a delayed introduction of the 2018 Oxford Township Municipal Budget; and,

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be forwarded to the Director of the Division of Local Government Services, 101 South Broad Street, P.O. Box 803, Trenton, New Jersey 08625-0803.

Resolution: Mr. Ryan

Second: Mr. Ort

Committee Polled: Mr. Ryan- Yes: Mr. Ort-Yes: Mayor Nyland-Yes

Date: March 28, 2018

On motion by Mr. Ryan, seconded by Mr. Ort and passed unanimously on roll call vote to adopt **Resolution 2018-32**.

RESOLUTION 2018-33

WHEREAS, the 2018 Local Municipal Budget was introduced on the 28th day of March, 2018; and,

WHEREAS, during the fiscal year 2018 the Township of Oxford has been allocated a state grant for various programs in the amount of \$154,355.00.

NOW, THEREFORE BE IT RESOLVED, that petition be made herewith to the Director of the Division of Local Government Services that the 2018 Local Municipal Budget include a special item of revenue under the heading of "**Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services-Public and Private Revenues Offset with Appropriations:**"

Clean Communities Program	\$ 6,304.00
Recycling Tonnage Grant-Prior Yr. Unapprop.	1,895.00
Municipal Alliance on Alcohol and Drug Abuse	3,992.00
Mun. Alliance on Alc. and Drug Abuse-PY Unapprop	257.00
NJDEP/NJEDA HDSRF Grant - Former Oxwall Tool Co.	113,116.00
NJ DOT - Pequest Road - PY Unapprop.	<u>28,791.00</u>
	<u>\$ 154,355.00</u>

RESOLUTION 2018-34

WHEREAS, the 2018 Local Municipal Budget was introduced on the 28th day of March, 2018; and,

WHEREAS, during the fiscal year 2018 the Township of Oxford will receive revenue for various other special items in the amount of \$402,000.00

NOW, THEREFORE BE IT RESOLVED, that petition be made herewith to the Director of the Division of Local Government Services that the 2018 Local Municipal Budget include a special item of revenue under the heading of "**Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services-Other Special Items:**"

Solid Waste Collection Fee	\$175,000.00
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Sewer Utility Surplus Anticipated	219,500.00
Cell Tower Revenue	<u>92,000.00</u>
	<u>\$ 486,500.00</u>

On motion by Mr. Ort, seconded by Mr. Ryan and passed unanimously on roll call vote to adopt **Resolution 2018-33** and **Resolution 2018-34**.

RESOLUTION-2018-35

WHEREAS, the Township of Oxford is holding a meeting on March 28, 2018, for the purpose of introducing the 2018 Municipal Budget and conducting other matters; and,

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Oxford, Warren County, New Jersey, that the Township of Oxford hereby petitions the Director of the Division of Local Government Services that the 2018 Local Municipal Budget be introduced and approved on March 28, 2018.

2018 OXFORD TOWNSHIP MUNICIPAL BUDGET

Surplus anticipated general revenues	\$ 138,000.00
Total Miscellaneous revenue	1,478,503.00
Receipts from Delinquent Taxes	165,000.00
Local Property Taxes	<u>917,635.00</u>
Total General Revenues	\$ <u>2,699,138.00</u>
Salaries and Wages	\$ 425,719.00
Other Expenses	1,490,717.00
Capital Improvements	125,000.00
Debt Service	207,263.00
Statutory Expenditures	95,819.00
Reserve for Delinquent Taxes	<u>354,620.00</u>
Total 2018 Municipal Budget	\$ <u>2,699,138.00</u>

2018 OXFORD TOWNSHIP MUNICIPAL SEWER UTILITY BUDGET

Sewer Rents	\$ 1,242,927.00
Miscellaneous	<u>2,000.00</u>
Total General Revenues	\$ <u>1,244,927.00</u>
Total Operations	\$ 947,000.00

Debt Service	75,777.00
Surplus Anticipated in Current Fund	219,500.00
Statutory Expenditures and Other	<u>2,650.00</u>
Total 2018 Municipal Budget	\$ <u>1,244,927.00</u>

Motion: Mr. Ryan

Second: Mayor Nyland

Committee Polled: Mr. Ort-Yes: Mr. Ryan- Yes: Mayor Nyland-Yes

Mr. Ryan explained that the budget will increase 1.4 cents which equates to an increase of \$23.00 per household on a home appraised at \$165,000.00.

Mr. Ryan also stated that there were two changes to the 2018 Budget:

- Line Item Added-Registrar-\$4,500.00
- \$10,000.00 taken out of the Streets and Roads line item and put into a Salt Trust.

On motion by Mr. Ryan, seconded by Mayor Nyland and passed unanimously on roll call vote to adopt **Resolution 2018-35**-2018 Budget with the amended changes.

New Business:

Mayor Nyland read the following Proclamation:

**National Nutrition Month® 2018
Proclamation**

TOWNSHIP OF OXFORD

WHEREAS food is the substance by which life is sustained; and

WHEREAS the type, quality, and amount of food that individuals consume each day plays a vital role in their overall health and physical fitness; and

WHEREAS there is a need for continuing nutrition education and a wide-scale effort to enhance healthy eating practices;

NOW, THEREFORE,

I, Robert Nyland, Mayor of the Township of Oxford,
Oxford, New Jersey

DO HEREBY PROCLAIM the month of March **NATIONAL NUTRITION MONTH®** in Oxford Township, and I encourage all citizens to join the campaign and become concerned about their nutrition and the nutrition of others in the hope of achieving optimum health for both today and tomorrow.

IN WITNESS WHEREOF I have hereto set my hand and caused the Great Seal of the Township of Oxford to be affixed.

Adopted at the Oxford Township Committee Meeting on this the 28th day of March, Two Thousand and Seventeen.

Title: Robert Nyland, Mayor

Shane Cadigan, Eagle Scout attended the meeting and explained his project at the Oxford Furnace Lake. He will be creating two campsites at the Lake entitled:

Campsite 1- "Cannonball Ridge"

Campsite 2- "Windy Forge"

On motion by Mayor Nyland, seconded by Mr. Ryan and passed unanimously on roll call vote to approve Halee Proper-Membership to the NJ State Fireman's Association.

Lt. Kauffman read the February Police Report:

WASHINGTON TOWNSHIP **POLICE DEPARTMENT**



MONTHLY REPORT

2018

ACTIVITY	FEBRUARY
POLICE DISPATCHED INCIDENTS	1,545
TOTAL CRIMINAL INVESTIGATIONS	TOWNSHIP = 45
	BOROUGH = 52
	OXFORD = 7
TOTAL CRIMINAL ARRESTS	TOWNSHIP = 22
	BOROUGH = 24
	OXFORD = 5
TOTAL MOTOR VEHICLE CRASHES	TOWNSHIP = 21
	BOROUGH = 12
	OXFORD = 4
MOTOR VEHICLE STOPS/COMPLAINTS	576
MOTOR VEHICLE SUMMONS	TOWNSHIP = 173
	BOROUGH = 172
	OXFORD = 9
CRIMES TO ANOTHER'S PROPERTY	51
CDS /ALCOHOL INCIDENTS	53
DOMESTIC/FAMILY ISSUES	59
ALARMS	60
EMS/FIRE CALL	165
OTHER TYPES	544

ALSO SEE OUR INTERACTIVE CRIME MAP LOCATED ON OUR FACEBOOK PAGE OR ON OUR POLICE DEPARTMENT'S WEBSITE

On motion by Mr. Ryan, seconded by Mr. Ort and passed unanimously on roll call vote to hire Thomas Lizzi as Deputy Animal Control Officer with the stipulation that this position be a back-up for the Animal Control Officer, not in addition to the position because it was not budgeted in the 2018 Budget.

On motion by Mr. Ryan, seconded by Mr. Ort and passed unanimously on roll call vote to renew Computer Images Web Contract for 2018.

Mayor Nyland explained the NJ Tree Recovery Campaign, offered through the-NJ Forest Service Nursery- NJ Department of Environmental Protection Agency.

The seedlings are bare root and range in size from 6 to 24 inches in length, depending on the species. He stated that the Township ordered 300 tree seedlings to be planted in Oxford Township.

The Department of Public Works will pick up the seedlings on May 4th and the seedlings will be available to Oxford Township residents, free of charge on May 5th and May 6th at the Municipal Building. The times of pick-up will be posted at the Municipal Building and on the website.

Mayor Nyland stated that any leftover tree seedlings will be planted at the Oxford Furnace Lake by the Boy Scouts.

Tracey Heisler, Executive Director of (CASA SHaW)-Court Appointed Special Advocate-Sussex, Hunterdon and Warren distributed literature explaining the program. CASA Programs provide a voice for the best interests of abused and neglected children in the courts and in the community.

CASA Programs have been highly effective:

- A child with a CASA volunteer is more likely to find a safe, permanent home.
- 96% of children served by CASA do NOT return to foster care.
- The courts accepted 91% of the recommendations made by CASA volunteers.

In the State of New Jersey, 8,050 children still need an advocate. To receive more information their website is: www.casashaw.org.

On motion by Mr. Ryan, seconded by Mayor Nyland and passed unanimously on roll call vote to join the Interlocal Contract for Cooperative Purchasing -H-GAC (Houston-Galveston Area Council).

On motion by Mr. Ryan, seconded by Mr. Ort and passed unanimously on roll call vote to sign and approve the 2018 TGM Contract.

Township Committee Reports and Correspondences:

Lou Accetturo, DPW Supervisor compiled a list of maintenance fees to charge for vacant properties in Oxford Township that the Township would have to clean-up and/or maintain.

The equipment fees are based on charges from a local rental company with built in fuel costs and the labor fees are based on salary plus 20% which would cover additional expenses the township incurs to pay the Township Employee.

• Initial/Final Inspection by a Supervisor Including a Report	\$200.00
• Labor	28.00/hr.
• Z-Turn Mower	28.00/hr.
• Skid-Steer with Mower	44.00/hr.
• Backhoe/Loader	39.00/hr.
• Single Axle Dump Truck	31.00/hr.
• Debris Disposal Fees	80.00/ton

Mr. Ryan stated that these fees to maintain vacant properties be added as an addendum to the vacant property ordinance.

On motion by Mr. Ryan, seconded by Mayor Nyland and passed unanimously on roll call vote to adopt these charges as a minimum fee schedule for services to maintain vacant properties.

Mr. Ryan stated that last year Oxford received a grant for “Bikes and Trails.” He met with them and they are interested in setting up another meeting at the end of April. This group is similar to NJ Futures and would like to talk about opportunities the Township may have.

Mr. Ryan asked Brenda Sweeney to give him a list of the names on the Economic Development Committee and he will send out an e-mail to these members when a date is set for the meeting.

Mayor Nyland said that they would like to rekindle the group again and this group will do conference calls, stop out to Oxford two or three times a year to see what progress has been made and help out in any way they can.

Mayor Nyland asked that if anyone is interested, please give their name to Sheila and he will contact them once a date is set.

Mayor Nyland stated that he would personally like to thank the Committee and Sheila for helping him this past month with Township business since he has been working 12 to 14 hours a day cleaning up areas caused by the storms.

Mr. Ryan thanked the Oxford Fire Department for opening their building to the public as a warming, heating and charging station, even though no one came.

Mr. Ryan stated that the Oxford Emergency Squad did not have electricity so the Department of Public Work's Building was used as their base station.

Mayor Nyland said that the State of New Jersey needs to do a better job communicating with the public. The Mayor contacted Senator Josh Gottheimer and he will work with Mayor Nyland to obtain a generator for the Municipal Building.

Mayor Nyland told everyone that as soon as a generator is in place at the building, anyone can come to the building, once there is a power outage to take a shower, get warm, charge your cell phone, etc.

Mayor Nyland also thanked the Washington Police Department for opening their building to the public during the storms.

Township Engineer Report:

Mr. Finelli updated the Committee:

- Pequest Road-final grant documents will be mailed to NJDOT to close out the grant and the Township should receive the rest of the grant money.
- Oxford Township did not get picked for a 2018 grant from NJDOT.
- NJDEP-Wetlands Permit for Ballfields-Received approval with conditions.
- Mr. Finelli will check deadline date when permit has to be filed.

- John Kale-NJDEP has requested updates to the Emergency Action Plan and needs the Operation and Maintenance Manual for the Oxford Furnace Dam by April 16th to avoid a fine.

Township Attorney:

Mr. Wenner stated that he has items for Executive Session.

Motion to Pay Bills:

On motion by Mr. Ryan, seconded by Mr. Ort and passed unanimously on roll call vote to pay all the bills approved by the Committee at the meeting.

Public Comment:

Peg Hissim thanked:

- The Committee for funding the new ambulance and allowing the Oxford Emergency Squad to use the DPW Building during the power outage caused by the storm.
- The Hissim family for money (\$40,000.00) originally set aside for a Tot Lot and donating the money to help pay for the new ambulance.

Ms. Hissim announced

- Will try to have CPR classes once a month
- Paid \$1,200 for Eppi-pens
- Bought new stretchers that are electronic
- Has buyer for old stretchers
- Selling old ambulance

Mrs. Erhard asked when the potholes will be fixed on Snyder's Lane. Mayor Nyland answered in about two weeks when the weather gets warmer. Mayor Nyland asked the public to call Lou, DPW Supervisor (453-3303) if there are any potholes on their road.

Mr. Banghart attended the meeting for an update on the truck parked on Hill Street by his house. Mayor Nyland stated, very close to a resolution pertaining to the parking of the truck.

Mr. Vasko received a zoning violation and he attended the meeting to state that he is cleaning up his property.

Mrs. Hissim stated, that the Oxford Township School Archery Team is again the NJ State Archery Team Champions and they will be attending the state competition in May. She stated that the Archery Team is holding various fundraisers and she asked that residents contribute to these fundraisers.

EXECUTIVE SESSION

WHEREAS, Section 8 of the Open Public Meeting Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances, and

WHEREAS, this public body is of the opinion that such circumstances presently exist. The public shall be excluded from the discussion of any action upon the hereinafter-specific subject matter.

The general nature of the subject matter to be discussed is: Contractual and Litigation.

It is anticipated at this time that the above stated subject matter will be made public at the conclusion of the litigation.

The motion carried with the following roll call vote.

On motion by Mr. Ryan, seconded by Mr. Ort and passed unanimously on roll call vote to enter into Executive Session at 8:00 PM.

On motion by Mr. Ryan, seconded by Mayor Nyland and passed unanimously on roll call vote to enter into open session at 8:35 PM. No Action was taken.

On motion by Mayor Nyland, seconded by Mr. Ort and passed unanimously on roll call vote to adjourn the meeting at 8:40 PM.

Sheila L. Oberly, RMC

